

**SAMPLE ONLY. NO ACTUAL ORGANISATION, PERSON OR
RESEARCH PROJECT IS IDENTIFIED IN THIS SAMPLE LETTER.**

(CON2)

The Director
Microdata Access Strategies Section
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2617

Dear Sir/Madam

**Re: Application for access by a consultant to the Income and Housing
Costs Survey (2000-01) Basic and Expanded Confidentialised Unit
Record File (CURF)**

This is to introduce Dr John Smith, an employee of the University of Australia who is applying to use the Income and Housing Costs Survey (1997-98) Basic CURF on CD-ROM and Basic and Expanded CURFs accessed via the ABS Remote Access Data Laboratory to conduct research on behalf of the Australian Commission.

The Australian Commission has previously applied and had approval to access this CURF. Mr Bob Jones, Executive Director, and Mrs Mary Black, Research Manager, are the current Responsible and Contact Officers for CURFs in the Australian Commission.

Dr John Smith has been appointed to undertake a consultancy to determine the effect of the Federal Government's new homeowner's grant. Use of the CURF for this consultancy is within the declared statistical purposes by this organisation.

Dr John Smith will require use of the CURF from 31 October 2003 to 30 June 2004 when the project will be finalised. All results and data from the work undertaken by Dr John Smith remains the property of the Australian Commission, not Dr John Smith. No CURF data will be retained by Dr John Smith, and all data provided to Dr John Smith will be deleted from all systems and/or returned on CD-ROM to the ABS at the completion of the consultancy.

Please find attached a Consultant CURF Application and Undertaking, completed by Dr John Smith. The Australian Commission agrees to pay \$435 administration fee for processing this application.

Please contact me if you require any further information regarding this application.

Yours sincerely

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Mr Jack White
Senior Project Officer
Strategic Planning
Date